

OFFICE OF THE CITY CLERK

Impact Analysis Report

OVERVIEW

The City Clerk is responsible for making all official City Council records and documents accessible to the public and conducting elections for Mayor, City Council, and ballot measures. Copies of the City Charter, Municipal Code, supplements to the Code, City Council meeting minutes, official documents, forms, and records are available upon request. City Council meeting agendas and synopses are available on an ongoing basis, by subscription. The Office of the City Clerk also provides duplications of taped materials and performs special research and notary services on a fee basis.

Revenues from Sale of Publications and Document

Copying are expected to decrease over time, as more documents and publications become available on the web.

SUMMARY AND IMPACT OF PROPOSED FEE REVISIONS

No fee changes are proposed for 2006-2007.

NOTIFICATION

General public notice of the proposed fee schedule is provided through published Council hearing dates and a minimum of ten days public review of the 2006-2007 Proposed Fees and Charges Report.

DEPARTMENTAL FEES & CHARGES

OFFICE OF THE CITY CLERK

Service	Adopted 2005-2006	Council Policy Cost Recovery Category	Adopted Cost Recovery %	Proposed 2006-2007 Fee	2006-2007 Estimated Cost	Estimated 2006-2007 Revenue		% Cost Recovery	
						Current Fee	Proposed Fee	Current Fee	Prop'd Fee
1. SALE OF PUBLICATIONS AND DOCUMENT COPYING									
a. Public Documents	\$0.25 each image, \$1 min. and \$1.50 per certified copy	Category I	100.0%	No Change	2,150	2,150	2,150	100.0%	100.0%
b. •Political Reform Act (PRA) forms* •Old PRA forms*	\$0.10 each image \$5 + \$0.10 each	Category II	25.0% N/A	" "	1,000 N/A	250 N/A	250 N/A	25.0% N/A	25.0% N/A
c. FAX copies to public	\$1 per document	Category I	100.0%	" "	25	25	25	100.0%	100.0%
d. Mail copies to public	Actual cost, minimum \$1	Category I	100.0%	" "	50	50	50	100.0%	100.0%
e. Agenda Subscriptions		Category I	100.0%	" "	750	750	750	100.0%	100.0%
City Council	\$55 per year								
Planning Commission	\$20 per year								
Planning Director Hearing	\$22 per year								
Redevelopment Agency	\$14 per year								
f. Municipal Code	Actual printing cost	Category I	100.0%	" "	2,000	2,000	2,000	100.0%	100.0%
g. Code Supplements	Actual printing cost	Category I	100.0%	" "	1,775	1,775	1,775	100.0%	100.0%
h. City Charter	\$5 each copy	Category I	100.0%	" "	100	100	100	100.0%	100.0%
i. Operating Budget book	Actual printing cost	Category I	100.0%	" "	250	250	250	100.0%	100.0%
j. Capital Budget book	Actual printing cost	Category I	100.0%	" "	100	100	100	100.0%	100.0%
2. TAPE DUPLICATION		Category I	100.0%	" "	100	100	100	100.0%	100.0%
a. Duplicating Services	\$6 each copy +								
b. Materials	\$1.50 (if needed)								
3. LATE FEE FOR PRA FILINGS*	\$10 per day	Category II	N/A	" "	N/A	N/A	N/A	N/A	N/A
4. SPECIAL RESEARCH/SERVICES	\$30 per hour + materials	Category I	100.0%	" "	450	450	450	100.0%	100.0%
5. NOTARY PUBLIC SERVICES*	\$10 each acknowledgement	Category II	N/A	" "	N/A	N/A	N/A	N/A	N/A
6. INITIATIVE PETITION FILING*	\$200 per petition	Category II	N/A	" "	N/A	N/A	N/A	N/A	N/A
7. LOBBYIST REGISTRATION	\$350 per registrant	Category I	100.0%	" "	26,000	26,000	26,000	100.0%	100.0%
a. Client fee	\$60 per client			" "					
b. Prorated registration fee	\$175 for 1/2 year or less			" "					
c. Delinquent registration fee	5% of unpaid fee per day			" "					
d. Quarterly report delinquent fee	\$10 per day			" "					

*Set by State law

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						Current Fee	Proposed Fee	Current Fee	Prop'd Fee
TOTAL DEPARTMENT - GENERAL FUND					34,750	34,000	34,000	97.8%	97.8%
TOTAL DEPARTMENT - NON-GENERAL FUND					N/A	N/A	N/A	N/A	N/A
TOTAL DEPARTMENT - CATEGORY I					33,750	33,750	33,750	100.0%	100.0%
TOTAL DEPARTMENT - CATEGORY II					1,000	250	250	25.0%	25.0%
TOTAL DEPARTMENT					34,750	34,000	34,000	97.8%	97.8%